

# COLUMBIA POLICE DEPARTMENT

Policy and Procedure Manual

## ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY

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**Approved By:** Kenneth Burton Chief of Police

**CALEA 6<sup>th</sup> Edition Standard:**

### **200 ORGANIZATIONAL STRUCTURE AND RESPONSIBILITY**

#### **200.1 PURPOSE AND SCOPE**

The organizational structure of the Department is designed to create an efficient means to accomplish the mission and goals and to provide for the best possible service to the public.

#### **200.2 BUREAUS**

The Chief of Police is responsible for administering and managing the Columbia Police Department. There are three bureaus in the Police Department:

- Administration Bureau
- Operations Support Bureau
- Operations Bureau

#### **200.3 COMMAND PROTOCOL**

##### **200.3.1 SUCCESSION OF COMMAND**

The Chief of Police exercises command over all personnel in the Department. During planned absences the Chief of Police will designate the Deputy Chief of Police or a Bureau Commander to serve as the acting Chief of Police.

Except when designated as above, the order of command authority in the absence or unavailability of the Chief of Police is as follows:

- Deputy Chief of Police
- Administration Support Bureau Commander
- Operations Bureau Commander
- Operations Support Bureau Commander
- Watch Commander

##### **200.3.2 UNITY OF COMMAND**

The principles of unity of command ensure efficient supervision and control within the Department. Generally, each employee shall be accountable to one supervisor at any time for a given assignment or responsibility. Except where specifically delegated authority may exist by policy or special assignment (e.g., Canine, SWAT), any supervisor may temporarily direct any subordinate if an operational necessity exists.

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### **200.3.3 ORDERS**

Members shall respond to and make a good faith and reasonable effort to comply with lawful orders of superior officers and other proper authority.

### **200.3.4 UNLAWFUL ORDERS**

No member is required to obey any order that outwardly appears to be in direct conflict with any federal law, state law or local ordinance. Following an unlawful order is not a defense and does not relieve the member from criminal or civil prosecution or administrative discipline. If the legality of an order is in doubt, the affected member shall ask the issuing supervisor to clarify the order or confer with a higher authority. Responsibility for refusal to obey rests with the member, who shall subsequently be required to justify the refusal.